



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK FINANCE MEETING held at Fred Wooffitt Memorial Hall, West Butterwick on 25 June 2018

Present: Cllr J Shadlock, Cllr A Fowler, Cllr A Jones and Cllr B Harris

Officer in attendance: Clare Boyall Clerk

43/18 To Receive apologies for absence

None

44/18 a To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest declared.

None

b To dispensations given to any member of the council in respect of items not his meeting's agenda.

None

45/18 To discuss and resolve the annual financial audit and auditor's report

The auditor's annual report and issues raised was discussed. It is of note that the accounts are all correct and there were no issues raised with these. The council felt that not all information had been passed over to the previous clerk from the clerk that was employed at the time of the last audit and this has led to some of the issues raised. It was noted that that many of the points raised in the auditor's recommendations had been resolved already.

- New financial regulations have been adopted.
- The bank mandate information has been given to the clerk.
- Cheque counterfoils are now initialled at the time of cheques being signed.
- Finance Committee terms of reference have been adopted.
- Policies and procedures have been reviewed at the annual meeting.
- The minute numbering has been re-set at the annual meeting and not at the start of the year.
- Risk assessment reports have been requested by the clerk and a financial risk assessment will be carried out in this meeting.
- The clerk will be adding the information required by the Transparency Code this week to the website. The mandatory 30 day period of inspection will run from 1 July to 30 July 2018.

It was noted that the auditor had marked that the council had not met its responsibilities for trust funds held. The Cllrs are not aware of any trust funds they have. Clerk to clarify this with the auditor.

It was resolved to accept the auditor's report once clarification sought regarding the trust funds.

46/18 To discuss the financial risk assessment

The financial risk assessment was discussed. It was resolved to accept the financial risk assessment.

47/18 To discuss the Asset Register

The asset register is up to date, however up to date values are needed for the items. Cllrs noted that there is information in the Parish safe. Cllrs resolved that they would look in the safe and give the clerk any information relating to the asset register including any deeds.

48/18 To discuss the Clerk's hours

The clerk informed the Cllrs that she had spoken to the previous clerk regarding hours worked. The previous clerk had claimed hours from the transparency fund for training on the website set up and maintenance.

The clerk informed the Cllrs that a considerable amount of time had been spent on work relating to the annual audit and compiling documents in relation to the council's financial regulations so far. The clerk also stated that the new GDPR laws had meant that new policies have had to be produced for this which had also taken a considerable amount of time. The clerk informed the Cllrs that due to this extra work up to today she had completed 33 hours this month. However, she envisaged that these were exceptional circumstances and that once this work was completed 20 hours per month should be sufficient. Cllr Harris suggested that a list of tasks could be produced for the year which includes due dates for example the insurance policy renewal.

The clerk has now enrolled for the ILCA course and is awaiting confirmation of payment from the SLCC. Cllrs stated that the hours spent on this course should be taken from the Transparency Fund monies received last year. Clerk to check how much money is left from this money.

Meeting Closed at 7.35 pm

Signature	Date
Designation	